



## AUTHORIZATION for PICKING UP PAYCHECKS

\_\_\_\_\_  
(Today's Date)

Please allow \_\_\_\_\_ to pick up the  
(Name of person picking up check)

paycheck for \_\_\_\_\_  
(Employee's Name) (Employee ID)

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Print or Type Name)

The completed form, along with the written (not stamped) signature, must be emailed to Payroll Services at [payroll@ucf.edu](mailto:payroll@ucf.edu) from the employee's UCF issued email account. If you need assistance with this process, please contact Payroll Services.

**REMINDER:** Please remember photo ID is required to pick up paychecks.

Paycheck pick-up location:

Human Resources  
Payroll Services  
12201 Research Parkway, Suite 200  
Orlando, FL 32826